Postgraduate Internship Withdrawal Form

Graduate students intending to withdraw for internship should complete and submit the withdrawal form electronically and send as an email attachment to [gradcollege@ntu.edu.sg](mailto:gradcollege@ntu.edu.sg).

Application is subject to approval.

1. To be completed by Student

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| ​Student Name in FULL |  |
| Course |  |
| Matriculation No. |  |
| NTU Email Address |  |
| School |  |
| Contact Number |  |
| Pathway | GP7001 Professional Graduate Internship  Internship Leave |
| Internship Organisation Name |  |
| Original Internship period |  |
| Official Last Day |  |
| Reason(s) for Withdrawal |  |
| I understand that withdraw ("W") grade may be accorded in my transcript for the GP7001 Professional Graduate Internship course. (Please ignore if you are under Internship leave pathway.)  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** | |

1. Approval by Internship Organisation Supervisor (To be completed by Internship Organisation)

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| Supported  Not Supported  Comments (if any) :  Name:  Date :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |
| Name of Internship Coordinator/HR Personnel:  Date :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |

1. Approval by NTU Supervisor (To be completed by NTU Faculty Supervisor)

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| Supported  Not Supported  Comments (if any) :  Name :  Date :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |

1. Approval by School Chair (To be completed by School Chair or his/her Delegate)

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| Recommended  Not Recommended  Comments (if any) :  Name :  Date :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |

1. Approval by Graduate College Dean (To be completed by Graduate College Dean)

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| Approved  Not Approved  Comments (if any) :  Date:  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** |

1. To Office of Academic Services

For records and follow-up.